

DCI/ICS 81-0101
21 May 1981

MEMORANDUM: All IC Staff Personnel

FROM:
Executive Officer, IC Staff

SUBJECT: Preparing Correspondence for DDCI Signature

1. Admiral Inman has established a one-week suspense date on all correspondence requiring his signature. If you are unable to complete staffing within the week, you are requested to prepare an interim reply for DDCI signature.

2. Actions which come in the form of an electrical message to the DDCI must be answered by electrical message. will prepare a sample electrical message as guidance for each secretary.

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SUBJECT: Preparing Correspondence for DDC
Signature _____

<u>Name</u>	<u>Date In</u>	<u>Date Out</u>	<u>Initials</u>	<u>COMMENTS:</u>
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D/PAO Comments:

EA/PAO Comments:

DISPOSITION:

ACTION:

COORDINATE WITH:

SUSPENSE DATE:

FILE:

DESTROY:

CLASSIFICATION: *Unclass.*